

**100% PHOTO ID CHECK
TO ENTER THE BUILDING**

**Hours of Operation:
8:30 am - 4:00 pm**



Headquarters

**4058 Minnesota Avenue, NE
Washington, D.C. 20019
202-724-2337
www.dcnetworks.org**

OCTOBER 2012					Unemployment Compensation Daily, 9:00 am - 3:00 pm				
Mon	Tue	Wed	Thu	Fri					
1 General Orientation 9:00 am – 10:30 am Room 1009 Resume Building 100 11:30 am -12:30 pm, Room 1009 Microsoft Digital Alliance (Reservation Only) 1: 30 pm - 3:30 pm, Room 1009	2 Project Empowerment Information Workshop 9:00 am Training Information Workshop 10:00 am	3 General Orientation 9:00 am– 10:30 am Room 1009 Navigating DCNetworks 11:30 am - 12:30 pm Room 1009 Microsoft Digital Alliance (Reservation Only) 1: 30 pm - 3:30 pm, Room 1009	4 Resume Building 200 9:00 am– 11:00 am Room 1009 (Resume must be in DCNetworks) Microsoft Digital Alliance (Reservation Only) 1: 30 pm - 3:30 pm, Room 1009	5 Unemployment Compensation Ser- vices Monday - Friday 8:30 am—3:00pm					
8 Columbus Day Observed Center Closed	9 Project Empowerment Information Workshop 9:00 am Training Information Workshop 10:00 am	10 General Orientation 9:00 am– 10:30 am Room 1009 Navigating DCNetworks 11:30 am - 12:30 pm Room 1009	11 Resume Building 200 9:00 am– 11:30 am Room 1009 (Resume must be in DCNetworks)	12 Unemployment Compensation Monday - Friday 8:30 am—3:00pm					
15 General Orientation 9:00 am – 10:30 am Room 1009 Resume Building 100 11:30 am -12:30 pm, Room 1009 Microsoft Digital Alliance (Reservation Only) 1: 30 pm - 3:30 pm, Room 1009	16 Project Empowerment Information Workshop 9:00 am Training Information Workshop 10:00 am	17 General Orientation 9:00 am– 10:30 am Room 1009 Navigating DCNetworks 11:30 am - 12:30 pm Room 1009 Microsoft Digital Alliance (Reservation Only) 1: 30 pm - 3:30 pm, Room 1009	18 Resume Building 200 9:00 am– 11:00 am Room 1009 (Resume must be in DCNetworks) Microsoft Digital Alliance (Reservation Only) 1: 30 pm - 3:30 pm, Room 1009	19 Unemployment Compensation Ser- vices Monday - Friday 8:30 am—3:00pm					
22 General Orientation 9:00 am – 10:30 am Room 1009 Resume Building 100 11:30 am -12:30 pm, Room 1009 Microsoft Digital Alliance (Reservation Only) 1: 30 pm - 3:30 pm, Room 1009	23 Project Empowerment Information Workshop 9:00 am Training Information Workshop 10:00 am	24 General Orientation 9:00 am– 10:30 am Room 1009 Navigating DCNetworks 11:30 am - 12:30 pm Room 1009 Microsoft Digital Alliance (Reservation Only) 1: 30 pm - 3:30 pm, Room 1009	25 Resume Building 200 9:00 am– 11:00 am Room 1009 (Resume must be in DCNetworks) Interviewing Skills Featured Workshop 12:00 Noon - 1: 00 pm, Room 1009 Microsoft Digital Alliance (Reservation Only) 1: 30 pm - 3:30 pm, Room 1009	26 Unemployment Compensation Ser- vices Monday - Friday 8:30 am—3:00pm					
29 General Orientation 9:00 am – 10:30 am Room 1009 Resume Building 100 11:30 am -12:30 pm, Room 1009 Microsoft Digital Alliance (Reservation Only) 1: 30 pm - 3:30 pm, Room 1009	30 Project Empowerment Information Workshop 9:00 am Training Information Workshop 10:00 am	31 General Orientation 9:00 am– 10:30 am Room 1009 Navigating DCNetworks 11:30 am - 12:30 pm Room 1009 Microsoft Digital Alliance (Reservation Only) 1: 30 pm - 3:30 pm, Room 1009							

Calendar Schedules Are Subject To Change

Attendance Policy

FIRST COME, FIRST SERVE SEATING.

A sign-in sheet will be located at the **Reception desk one (1) hour before designated start time on the day of workshop or orientation.** In fairness to all **workshop or orientation participants**, doors will be closed and begin at scheduled start time. Although DOES makes every effort to maintain our schedules as assigned, workshops/ and orientations times are subject to change without prior notice. **Seating capacity strictly enforced.**

Inclement Weather Policy

Workshops/Orientation **MAY** be cancelled if the District Public Schools are closed or delayed, or if the instructor is delayed due to severe weather. **BEFORE YOU TRAVEL**, find out if the session is cancelled by calling **202 724-2337.**

General Orientation

This One-Stop Career Center workshop is designed to provide participants with general information and services provided by the Department of Employment Services and the One-Stop Career Center programs which includes an overview of scheduled workshops.

Training Information Workshop

An overview of various occupational training opportunities available to review the training applicant process.

Resume Building 100 and 200 Workshop

Resume 100 workshop focuses on the elements of building a professional resume and will discuss the 3 Main Resume Types while providing the basic steps of preparing and building a resume using DCNetworks.org. **Seating Capacity 10**

Resume 200 workshop focuses on the review and development of resumes for experienced professionals in the workforce. Emphasizing career accomplishments, highlights, competencies and professionalized summaries. **Seating Capacity 10.**

Interviewing Skills

Customers will learn how to market their skills during an interview, how to prepare themselves for an interview and what things never to say during an interview. Strategies include mock interviews by answering the top ten questions asked during an interview, and the techniques and etiquette of using social media to enhance their networking and job seeking skills. Customers must pre-register by contacting Denise Burriss at 202-698-3524. **Reservations are required.**

Bank on Your Money, from Bank on DC

A Financial Literacy Workshop, "Know the Game" classes feature the basics of banking, savings, the differences between types of accounts financial institutions offer, the fee and how to manage your money.

Microsoft Digital Alliance Workshop

Receive computer instruction in a three-part series ranging from Basic to Advanced. This workshop is designed to teach customers how to apply current and emerging computer language and technologies which can be used in the professional workplace. The workshop requires a commitment of four (3) consecutive days of attendance in a two hour setting for four (4) weeks. Customers must pre-register by contacting Denise Burriss at 202-698-3524. **Reservations are required.**
Seating Capacity 14.

Unemployment Insurance Benefits Services

Customers can file their initial or weekly claims using DCNetworks.org. Customers can speak with a Claims Examiner to discuss issues related to their claim.

REGISTRATION IN DC NETWORKS IS REQUIRED BEFORE SERVICES CAN BE RENDERED.

You can register at www.dcnetworks.org